

SYLLABUS

M. A. PUBLIC ADMINISTRATION : I SEMESTER

Paper I: Indian Political System

(w.e.f. 2013-14 Admitted batch of Students)

(Common for Both Political Science and Public Administration)

Unit – I

1. Significance of the Indian Model of Political System
2. Nationalist Movement- Socio-economic and Philosophical foundation of Indian Constitution
3. Fundamental Rights – Directive Principle of State Policy
4. Federalism and Centre – State Relations

Unit – II

1. Prime minister – Cabinet and Parliament
2. Judiciary and Judicial Review
3. Role of Civil Services
4. Caste, Religion, Language and Regionalism
5. Morris Jones's – Three Idioms of Indian Politics

Unit – III

1. Changing Nature of Indian Party System
2. National Regional Parties: Ideology, Organisation, Leadership patterns and factionalism
3. Elections, Political Participation and Voting Behaviour
4. Interest and Pressure Groups

Unit – IV

1. National Integration and Problem of National Building
2. Political Economy of Development: Planning Commission – NEP
3. India in I.R.

Books:

1. Rajini Kothari : Politics in India
2. W.H. Morris Jones : the Government and Politics in India
3. L. Hardgrave : The Government and Politics in a Developing Nation
4. L.I. Rudolph & S.H. Rudolph: The Modernity of Tradition

5. D.D. Basu : Introduction to the Constitution of India
6. N. Hartman : Political parties India
7. N.D. Palmer : Elections & Political Development: The South Asian Experience
8. Paul. R. Brass : Caste, Faction and Party in Indian Politics
9. N. Austin : The Indian Constitution –Cornerstone of a Nation
10. Atul Kohli : India's Democracy
11. Bhavani Singh : Resent Trends in Indian Government and Politics
12. D. Suran Naidu : Bharata Desam Rajkeeya Vyavastha (Telugu)

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Paper II: Indian Administration

(w.e.f. 2013-14 Admitted batch of Students)

I. Historical Evolution of Administration in India

1. Ancient Period (Indus Valley Civilization to Gupta Period)
2. Medieval Period (Rajputs, Sultanas and Mogul Periods)
3. Modern Period (British Period)
4. Administration after Independence – Salient Feature of Indian Constitution.

II. Union Government and Administration

1. President of India,
2. Prime Minister of India, PMO
3. Ministries and Departments, Central Secretariat and Cabinet Secretariat
1. Supreme Court, High Courts
2. Attorney General and C A G

III. State Government and Administration

1. Historical Evolution of State Administration in India
2. Governor, Chief Minister
3. Council of Ministers and State Legislature
4. Ministries and Departments and Directorates, State Secretariat
5. Chief Secretary, Relation between Directorates and Secretariat

IV. District Administration

1. Role of District Collector, District Courts
2. Regulatory and Development Administration in the District
3. Panchayati Raj
4. Urban Local Bodies
5. State – Local Relations

V. Major Issues

1. Center- State Relations
2. Administrative Accountability, Administrative Reforms
3. Corruption in Administration – Vigilance Commission
4. Redressal of Citizen Grievances
5. Ombudsman, Lokpal and Lokayukta

Books:

1. A. Arashi : Central Administration
2. Shriram Maheswari : Indian Administration
3. Ramesh K. Arora : Administrative Change in India
4. B.N. Puri : Some Aspects of the Evolution of Indian Administration
5. B.B. Misra : The Administrative History of India (1937-1947)
6. S.S. Khora : District Administration in India
7. K.M.R. Srinivasan : State Administration in India
8. B.S. Khanna : Panchayati Raj in India
9. Hoshiar Singh : Urban Government and Administration in India
10. Rao K. Vopa : Change and Challenge in Indian Administration

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Paper III: ADMINISTRATIVE THEORY-I

- UNIT-I INTRODUCTION
- 1 Significance
 - 2 Evolution of Administrative Theory
 - 3 Koutilya
 - 4 Woodrow Wilson
- UNIT –II CLASSICAL THOUGHT-i
- 1 Henry Fayol
 - 2 Frederick W. Taylor
 - 3 Luther Gulick and Lyndall Urwick
- UNIT-II CLASSICAL THOUGHT-ii (Bureaucracy)
- 1 Mosca and Mitchels
 - 2 Max Weber
 - 3 Karl Mark
- UNIT-IV SOCIAL SYSTEM THOUGHT
- 1 Mary Paker Follet
 - 2 Chester I. Barnand
- UNIT-V HUMAN RELATIONS THEORY
- 1 Main Propositions of Human Relations Theory
 - 2 Hawthorne Experiments
 - 3 Informal Organisation

BOOKS:

- 1 Martin Albrow : Bureaucracy
- 2 Ramesh K. Arora : Themes and Issues in Administrative Theory
- 3 Rumki Basu : Public Administration – Concepts and Theory

- 4 Henri Fayol : General and Industrial Management
- 5 S.R. Maheswari : Administrative Theory: An Introduction
- 6 D. Ravindra Prasad
V.S. Prasad and : Administrative Thinkers
P. Satyanarayana
- 7 R.N. Sing : Management Thought and Thinkers
- 8 Daniel A. Wren : The Evolution of Management Theory

SYLLABUS

M. A. PUBLIC ADMINISTRATION : I SEMESTER

PAPER-IV: INTRODUCTION TO COMPUTER APPLICATION

1. HISTORY OF COMPUTERS

- A) STAGES IN THE EVOLUTION OF COMPUTER
- B) GENERATIONS OF COMPUTER
- C) HARDWARE AND SOFTWARE
- D) SYSTEM SOFTWARE(1)Operating System 2)Languages 3)Device Drivers
4) Utility Programs.
- E) 1)PACKAGES 2) PROGRAMMING LANGUAGES

2. COMPUTER-INTRODUCTION

- A) CHARACTERISTICS OF COMPUTER
- B) BLOCK DIAGRAM OF A COMPUTER
- C) IMPACT OF COMPUTERS ON BUSINESS AND SOCIETY
- D) ELEMENTS OF COMPUTER
 - a) Data Accepting System in Computer
 - b) Data Storage .1) Primary Memory (Main Memory)
 - A) ROM B) RAM2) Secondary Memory
 - a) Hard Disk b) Floppy Disk C) Compact Disk
- F) TYPE OF COMPUTERS
- G) INPUT AND OUTPUT DEVICES

3. A) OPERATING SYSTEM (OS)

- A) MAIN FUNCTIONS OF OPERATING SYSTEM
- B) TYPE OF OPERATING SYSTEM
- C) DISK OPERATING SYSTEM (DOS)
- D) FUNCTIONS OF DISK OPERATING SYSTEM
- E) DIRECTORY AND FILE
- F) DOS COMMANDS
 - a) Internal Commands in DOS
 - b) External Commands in DOS

B) MICROSOFT-OFFICE (M.S.OFFICE)

- A) COMMON OFFICE ELEMENTS
- B) History of Microsoft Office Versions 1995 to 2011
- C) WINDOWS –BASICS
- D) MAIN ICONS IN WINDOWS THEIR USES
- E) FILE MANGEMENT UNDER WINDOWS
- F) ACCESSORIES IN WINDOWS
- C) MICRO-SOFT-WORD (M.S.WORD)
 - A) WORD PROCESING- FEATURES
 - B) INTRODUCTION TO M.S.WORD
 - C) CREATING A DOCUMENT IN M.S. WORD

- D) WORKING WITH TABLES AND COLUMNS
- 4. **A) MICRO-SOFT-EXCEL (M.S.EXCEL)**
 - A) THE EXCEL SHEET –ENTERING NUMBERS IN THE SHEET
 - B) FORMULAE IN EXCEL
 - C) FUNCTIONS IN EXCEL
 - D) CHARTS AND GRAPHS IN M.S.EXCEL
- B) POWER POINT**
 - A) HOW TO CREATE SLIDES IN POWER POINT
 - B) CREATING SLIDES THROUGH BLANK PRESENTATION
 - C) PREPARING FOR SLIDE SHOW
- 5. **MODERN COMMUNICATION**
 - A) MULTIMEDIA DEVICES
 - B) NETWORK- TYPES AND TOPOLOGIES
 - C) INTER NET
 - D) WORLD WIDE WEB (WWW)
 - E) ELECTRONIC MAIL (E-MAIL)

REFERENCES BOOKS:

- | | |
|----------------------|------------------------------|
| 1. DR. K.KIRAN KUMAR | : FUNDAMENTS OF COMPUTER. |
| 2. PROF .J.L.NEOGY | : RAPIDEX COMPUTER COURSE. |
| 3. A.V. REDDY | : COMPUTER FUNDAMENTALS. |
| 4. AMIT GUPTA | : PUSTAK MAHAL |
| 5. V.K.JAIN | : COMPUTER FOR BEGINNERS |
| 6. V.K. JAIN | : BASIC COMPUTER PROGRAMMING |
| 7. JAYANT NEOGY | : INTERNET AND e-MAIL |

SYLLABUS

M. A. PUBLIC ADMINISTRATION : I SEMESTER

Paper V (Optional-A): RURAL DEVELOPMENT ADMINISTRATION

I Concept of Rural Development.

- A Theoretical base of Rural Development.
- B Rural Development concepts in India.
- C Approaches to Rural Development – Gandhian, Marxian and Integrated approaches.
- D Experience of Rural Development in Asian countries – China, South Korea, Thailand and Bangladesh.

II Rural Development in India.

- A Socio-economic and Political conditions in Rural India
- B Early Attempts of Rural Development
- C Rural Development Policies.
- D Rural Development programmes.

III Rural Development planning.

- A Planning Commission and Rural Development.
- B Decentralised Planning – Planning at District and Block.
- C Programme planning.
- D Programme Monitoring.
- E Programme Evaluation

IV Rural Development Administration.

- A Administration at Central State and Local Levels.
- B Rural Development Bureaucracy.
- C Problems in Rural Development Administration.
- D Administrative Reforms for Rural Development.

V Rural Development Organisations.

- A Panchayati Raj Institutions.
- B Cooperatives.
- C District Rural Development Authorities.
- D Banks.
- E Voluntary Organizations.

BOOKS FOR STUDY AND REFERENCE:

- 1 Rakesh Hooja: Administrative Interventions in Rural Development
- 2 L.C. Jain, B. V. Krishna Murthy and M. Tripathi: Grass with Rural Development under Government auspices.
- 3 S.C. Jain: Rural Development Institutions and Strategies.
- 4 K.N. Kabra: Planning process I District.
- 5 B.S. Khanna: Rural Development in South Asia.
- 6 Ashok Kumar: Rural Development in India-Dimensions of its
- 7 U.Lele: The design for Rural Development.
- 8 S.R. Maheswari: Rural Development in India.
- 9 E.A. Narayana: Voluntary Organisation and Rural Development
- 10 Walter C. Neale: Development Rural India: Politics, Politics and Progress.
- 11 Planning Commission: Guidelines for the Formula of District
- 12 D. Ravindra Prasad: Cooperatives and Rural Development.
- 13 Ketar Singh: Rural Development Principles, Politics and Management
- 14 Norman T, Uphoff and MiltonJ. Esman: Local Organisations for Rural Development: An Analysis of Asian Experience.

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Paper V (Optional-B): URBAN DEVELOPMENT ADMINISTRATION

I. URBANISATION

1. Concept of Urbanization
2. Urban Trends of three World
3. Problems of Urbanization in India

II. URBAN DEVELOPMENT IN INDIA

1. Growth of Cities – Causes and Consequences
2. Slums – Causes and Effects
3. Urban Development Strategies

III. URBAN LOCAL GOVERNMENT IN INDIA

1. Organizations, Powers and Functions of Urban Local Bodies
2. Personnel and finance of Urban Local Bodies
3. Committees in Urban Local Bodies

IV. ADMINISTRATION OF URBAN SERVICES

1. Water Supply
2. Health and Sanitation
3. Housing
4. Transport

V. THE METROPOLIS

1. The concepts of Metropolis
2. Metropolitan and Urban Development Authorities in India
3. Delhi Development Authority
4. Urban Development Authorities in India

Books:

1. S.R. Maheswari : Local Government in India
2. Ashish Bose : Studies in India's Urbanization
3. R.K. Bhardwaj : Urban Development in India
4. Mohit Bhattacharya : Managers of Urban Government in India
5. Abhijit Datta : Municipal and Urban India
6. Hoshiar Singh : Urban Local Government and
Administration in India
7. Roy Turner : India's Urban future
8. R. Ramachandran : Urbanization and Urban system in India
9. Report of the National Commission on Urbanizations, 1988.
10. Report of the Rural-Urban Relationship Committee, 1966.

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Paper V (Optional-C): TRIBAL DEVELOPMENT ADMINISTRATION

I. HISTORICAL BACKGROUND OF TRIBAL POPULATION AND CLASSIFICATION OF TRIBAL IN INDIA

1. Demography (Plans and Agency Tribal)
2. Socio and Cultural Aspects
3. Economic background
4. Socio-Political Movements in Tribals
5. Agro-Economic Problems
6. Tribal market and Culture change

II. CONSTITUTIONAL PROVISIONS RELATING TO TRIBALS

1. Protective discrimination and Provisions of reservation for appointments and posts
2. Reservations of seats in the house of the People
3. Minister-in-Charge of Tribal welfare
4. Administration of Scheduled Areas of Tribal Areas
5. National Commission for SC and ST
6. Promotion of Educational and Economic interests of Tribes

III. SCHEMES AND PROGRAMMES

1. Tribal Sub-Plan
2. Girijan Corporation
3. Integrated Tribal Development Agencies
4. Tricor
5. Tribal Welfare Development

IV. STRUCTURE OF VARIOUS AGENCIES, ORGANISATION AND DEPARTMENT'S RELATION TO TRIBAL DEVELOPMENT

1. Planning commission
2. Union Ministry of Tribal Welfare

3. State level Administration
4. Independent Corporation (Autonomous bodies)
5. Departments of Local
6. Voluntary Organisations and Pressure Groups

V. IMPLEMENTATION STRATEGIES, PERFORMANCE AND EVOLUTION

1. Publicity Methods
2. Techniques of Implementation
3. Performance Evaluation Mechanism
4. Problems in Implementation
5. Prospects of Scheme and Programmes

Books:

1. Sharms.B.D. : Tribal Development, The Concept and the Frames
2. Vidyardhi.L.P. : Tribal Development and its Administration
3. Nagi.S.S. : Tribal Welfare Development and Administration
4. Patnaik.N:Tribal : Tribes and their Developments
5. Bapuji.M : Tribal Development Administration
6. Dube.S.C. (Ed.) : Tribal Heritage in India
7. Singh.K.S. : Tribal Developments in India
8. Janardhana Rao and Alientatin of Tribal Areas (Karpa Publications, Warangal.